



# Maryland Judiciary

## Job Announcement

[mdcourts.gov/jobs](http://mdcourts.gov/jobs)

---

<b>Opening Date:</b>	July 2, 2015	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Information Technician V	<b>First Review:</b>	July 16, 2015
<b>PIN:</b>	057508	<b>Position Type:</b>	Regular Full-Time
	Judicial Information Systems,	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Administrative Office of the Courts	<b>Grade/Salary:</b>	T05 \$39,330 - \$46,801
	Annapolis, Maryland	<b>Financial Disclosure:</b>	No

**Essential Functions:** The Information Technician V generates reports and documents from court databases and distributes them to jurisdictions throughout Maryland. This position responds to Help Desk user support calls and assists them in the solutions to hardware/software and security problems. This position monitors communication lines between Judicial Information Systems (JIS) and remote sites. This position prints, inserts and sorts mailers, and runs system backups daily. This position backs up the shift Supervisor when necessary. This position submits and checks programs for normal ending, checks Omegamon for any system problems, and checks Unix system for problem PCs. This position will regularly work the **4:00 PM to 12:30 AM** shift; however, candidates must be able to work rotating shifts, as well as weekends and holidays as needed for training and relief purposes. Due to the nature of the department's operational parameters, operators may be assigned to perform duties in any one of three operational areas: computer room, help desk, or mail room. Assignments may be either fixed or rotational, depending upon shift being worked. The position will be required to work weekends and holiday assignments with designated scheduled days off and may be required to work over time to ensure sufficient coverage due to staff shortage. This position performs other essential functions as assigned.

**Education:** High School Diploma/GED.

**Experience:** Five years of work experience in operating a multi-tasking mainframe computer system.

**Skills/Abilities:** Ability to monitor mainframe computer system that utilizes VTAM, TSO, CICS, MVS and JES2 and be able to recognize and react to problems; Ability to utilize job submission programs; Knowledge of data processing operations and computer operations workflow/terminology; Knowledge of computer console, basic system commands, and standard messaging as well as procedures for maintaining productivity; Knowledge of work flow through an electronic data processing center; Ability to provide excellent customer service; Ability to communicate both oral and written information to supervisors, co-workers, and the end users; Ability to understand complex instructions; Ability to obtain information from the end user to effectively and efficiently identify problems; Ability to lift or move up to 50 pounds. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.